

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
No. 608-1

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Personal Affairs

SOLDIER MONEY MANAGEMENT/FAMILY FINANCIAL READINESS

Further supplementation by subordinate commanders is prohibited,
unless specifically approved by Headquarters, USAFACFS.

1. PURPOSE. To establish a Soldier Money Management/Family Financial Readiness (SMM/FFR) training program that will--

- a. Provide Financial Management Training (FMT).
- b. Provide remedial training for Soldiers, family members, and nonactive-duty personnel.
- c. Provide training and assistance for unit Command Financial Advisors (CFA) and personnel designated as financial readiness instructors.
- d. Conduct weekly FMT augmenting unit CFA trainers and financial readiness instructors for Soldiers arriving at Fort Sill as their first permanent duty station.
- e. Conduct semiannual CFA certification training.

2. REFERENCES.

- a. AR 350-1, 1 August 1983, Army Training Program.
- b. AR 600-15, 14 March 1986, Indebtedness of Military Personnel.
- c. AR 608-1, 31 August 2000, Army Community Service Program.
- d. DA Pam 25-30, October 2001, Consolidated Index of Army Publications and Blank Forms.
- e. TC 21-7, 17 November 1997, Sure-Pay Program.

3. POLICY.

- a. All soldiers entering active duty are required to enroll in Sure-Pay during their initial inprocessing at the Reception Station. These Soldiers may not possess the

necessary skills to adequately maintain their personal financial affairs as required in AR 600-15, Indebtedness of Military Personnel. Therefore, we must initiate an aggressive SMM training program that includes conversion training, annual refresher training for all Soldiers, and Checkbook Management Training (CMT) for soldiers and adult family members who commanders/supervisors have identified as writing checks with insufficient funds.

b. Commanders/supervisors should schedule Soldiers whose first permanent duty station is Fort Sill to attend the FMT 8 hour course within the first 60 days after arrival. It is imperative that Soldiers understand checkbook maintenance and basic financial planning and budgeting methods. Soldiers should attend FMT given by the Army Community Service (ACS) Financial Trainer or unit CFA early in their assignment at Fort Sill.

c. Soldiers, adult family members, and nonactive duty personnel, who commanders/supervisors have identified as writing checks with insufficient funds, will complete the CMT program.

d. The ACS Financial Trainer will issue a Certificate of Training to all Soldiers, adult family members, and nonactive duty personnel who complete the established Program of Instruction (POI) on FMT and/or CMT given by the ACS Financial Trainer and/or unit CFA personnel.

4. RESPONSIBILITIES.

a. Army Community Service will--

(1) Develop a Program of Instruction (POI) that meets the needs outlined in paragraph 1.

(2) Schedule, coordinate, and conduct classes for FMT and CMT for Soldiers, adult family members, and nonactive duty personnel.

(3) Provide training, lesson plans, and training aids to unit CFA's, as requested.

(4) Provide the Certificate of Training documents and a command register of Soldiers that have attended FMT and CMT.

(5) Provide assistance to commanders.

b. Unit commanders will--

(1) Be responsible for the well being of their Soldiers, to include their financial readiness; thus, commanders must actively support the program.

(2) Make first term, first permanent duty station unit personnel available to attend the FMT within 60 days of their arrival or reschedule when unit requirements dictate.

(3) Conduct annual refresher FMT.

(4) Conduct remedial CMT for Soldiers who are experiencing dishonored check problems.

(5) Appoint an officer or NCO (E6 or E7) as the CFA. Enroll the appointee in the CFA Certification Training Course.

c. Commanders may utilize their CFA to perform FMT and/or ACS FMT classes scheduled weekly. Use only ACS approved basic POI in order to obtain an ACS Certificate of Training for Soldiers.

5. TRAINING.

a. POI topics are listed at appendix A. Each subject is prepared to provide an independent class, and copies of the lesson plans and training aids are available at ACS.

b. Adjutant General (AG) Personnel Automation Branch will provide ACS a computer listing of all new soldiers arriving at Fort Sill during the month (exempt from Management Information Requirements per AR 335-15, paragraph 5-2b(7)). ACS will notify the major commands in writing, by e-mail, of the newly assigned Soldiers to be screened for possible FMT.

c. ACS will schedule weekly FMT 8-hour course on Tuesdays from 1200 to 1600 and Wednesdays from 0800 to 1200. Soldiers must attend both days to receive a FMT Certificate of Training. ACS will schedule the CMT twice monthly on Thursdays. A Soldier must complete the course attended and perform the checkbook maintenance and bank statement reconciliation without error in either course. ACS will provide remedial one-on-one training until the checkbook management portion of the training is completed without error. Married soldiers are encouraged to bring adult family members to class with them. To verify class date and space availability, call the ACS Financial Trainer at 442-3247.

d. ACS conducts biannual certification training for personnel designated as CFAs. This instruction will include detailed classes in soldier financial counseling techniques, familiarization with the FMT POI, legal issues, housing, Army Emergency Relief (AER) loan counseling, Uniformed Services - Thrift Savings Plan (US-TSP), and Family Supplemental Subsistence Allowance (FSSA) Program. The instruction is keyed on where help is available for Soldiers with financial problems through the CFA Program at the unit. This individual will be a valuable resource to the unit commander in maintaining the financial readiness of his/her unit.

APPENDIX A

PROGRAM OF INSTRUCTION

A-1. Consumer Awareness/Consumer Scams.

- a. Comparison Shopping.
- b. Seasonal Products.
- c. Post facilities versus local economy.
- d. Advertising Gimmicks.
- e. Telemarketing Scams.
- f. Junk Mail.
- g. Door-to-Door Sales.
- h. How to cancel a contract.

A-2. Planning and Budgeting.

- a. Importance of a budget.
- b. Establish and revise.
- c. Good records.
- d. Savings and investing.
- e. Making big purchases.
- f. US-TSP.

A-3. Using Credit Wisely.

- a. Advantages of using credit.
- b. Disadvantages of using credit.
- c. Managing your credit.
- d. Creditors' rights and obligations.

- e. Your rights and obligations.
- f. Financial help and counseling.
- g. Consumer Credit Counseling Service (CCCS).
- h. Bankruptcy/Chapter 13.
- i. Soldiers and Sailors Civil Relief Act.

A-4. Military Pay, Allowances, and Benefits.

- a. Electronic Funds Transfer.
- b. Understanding your Leave and Earnings Statement (LES).

A-5. Banking and Credit Union Services.

- a. Banking/Credit Union Services.
- b. Checkbook Management.
- c. Consequences of Mismanagement.
- d. Bank Statements.

A-6. Insurance.

- a. SGLI.
- b. Insurance industry.
- c. Automobile.
- d. Accident and Health.
- e. Life.

A-7. Large Purchases.

- a. Competitive shopping.
- b. Reading the fine print.
- c. Using Staff Judge Advocate (SJA) Contract Specialists.

- d. Internet help for comparison-shopping.
- e. Vehicle repair.

A-8. Savings and Investments.

- a. Type of accounts.
- b. Type of investment.
- c. Individual Investment Plan.

A-9. Principles of Personal Finances.

- a. Control Spending.
- b. Recordkeeping.
- c. Budgeting.

Appendix B

GLOSSARY

Soldier Money Management (SMM): A condition where a single Soldier can satisfy personal financial obligations while away from the permanent duty station.

Family Financial Readiness (FFR): A condition whereby a married Soldier can provide continued care for his/her spouse and family during prolonged absences.

Financial Management Training (FMT): Mandatory training for all Soldiers whose first permanent duty station is Fort Sill.

Command Financial Advisor (CFA): An officer or NCO (E6 or E7) designated by the unit commander. Duties include initial screening of incoming Soldiers, counseling for Soldiers who are experiencing financial problems, and being familiar with other services available and how to use them. Provides instruction to unit personnel on financial management and financial readiness, budget development, US-TSP and FSSA.

Checkbook Management Training (CMT): Remedial training for Soldiers and adult family members who--

- a. Have check cashing privileges suspended.
- b. Are directed to receive the training by the unit commander.
- c. Are experiencing dishonored check problems.
- d. Request the training.

Refresher Training: Reemphasizes the areas covered under FMT and CMT.

(ATZR-O)

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